

AGREEMENT FORM

(To be completed and agreed upon by the student, Work Experience Instructor, and employer during First Job Site Visit.)

Student's Full Name _____ **Student ID** _____ **Date** _____

Job Site Name _____ **Class** _____

Note: During the Final Job Site Visit meeting, the employer will be asked to rate/grade the student/employee on the following learning objectives and 21st Century Soft Skills listed below based on the following scale:

A = Exceptional, B = Exceeds Expectations, C = Meets Expectations, D = Needs Development, F = Unsatisfactory

Student's Learning Objectives for the Semester

1. _____
2. _____
3. _____

Paid / Non-paid Position: _____

Number of Units Enrolled: _____

21st Century soft skills:

1. Adaptability
2. Self-Awareness
3. Digital Fluency
4. Communication
5. Collaboration
6. Empathy
7. Analysis/Solution Mindset
8. Resilience
9. Entrepreneurial Mindset
10. Social/Diversity Awareness

Paid Hours	16-Wk	12-Wk	8-Wk
1 unit (75)	5	6.5	9.5
2 units (150)	9.5	12.5	19
3 units (225)	14.5	19	28.5
4 units (300)	19	25	37.5
5 units (375)	23.5	31.5	N/A
6 units (450)	28.5	37.5	N/A
7 units (525)	33	N/A	N/A
8 units (600)	37.5	N/A	N/A
Non-Paid Hours	16-Wk	12-Wk	8-Wk
1 unit (60)	4	5	7.5
2 units (120)	8	10	15
3 units (180)	11.5	15	22.5
4 units (240)	15	20	30
5 units (300)	19	25	37.5
6 units (360)	22.5	30	N/A
7 units (420)	26.5	35	N/A
8 units (480)	30	40	N/A

By signing this agreement all three participants in the Work Experience Program agree with the validity of the above learning objectives. The student agrees to abide by the Cooperative Work Experience Education requirements. The employment supervisor will meet with the Work Experience Instructor once to agree upon the learning objectives and a second time for an evaluation of the student's performance of the learning objectives and employment soft skills. The Work Experience Instructor/Coordinator will award academic credit for successful completion of the objectives and other program requirements. The employer and the College will provide supervision and guidance to insure maximum educational benefit from this work experience.

The Desert Community College District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender expression, marital status, medical or genetic condition, or marital status in employment, educational programs and activities. Employers who sign this contract are expected to uphold this policy in their selection of prospects for employment, educational processes, or activities. It is understood that the employer will provide adequate protection for the student/employee through Worker's Compensation and or liability insurance as required bylaw.

Instructor Signature

Student Signature

Supervisor Signature